

Phoenix Program Process Definition – General Ledger

Process	<i>Maintaining TableSet Controls</i>
Process Number	<i>GL – 050</i>

Description of Process

Change the TableSet Control Settings. These settings are set up during the development of the database and rarely require changes. This process requires the user to select which SetID will control the each of the various record groups and trees that represent the underlying structure and processing for a business unit. TableSets are at the heart of the PeopleSoft system and are initially developed with default values during the Business Unit creation process. In addition to delivered SetID's such as STATE and MODEL, the system automatically creates a SetID to represent each business unit that is created. TableSets represent a series of related record groups that enable you to define multiple processing control structures, allowing each operating entity to work in a way that reflects the way it does business. More importantly, TableSets provide a means with which you can share data among different business units, thereby eliminating duplicate information and adding efficiency to your system. TableSet Tree Controls work in a similar fashion, allowing trees to be shared among business units. Trees can be created, however for exclusive use of a particular business unit.

The State of Georgia will be using a total of seventy (70) SetID's composed of the following:

Individual Agencies (68) - These SetIDs will be used for information that uniquely applies to a particular business unit

STATE (1) - This SetID will be used for shared values among business units

MODEL (1) - This SetID will be used for shared values among business units

See attached document TSRECORD groups.xls for detail.

Input to Process

TableSet Control Change Request is written up, signed, and approved. The TableSet is then modified in PeopleSoft.

Output of Process

TableSet Control is modified and is accessible to the appropriate SetID's.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
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Use	TableSet Control

Business Process Description

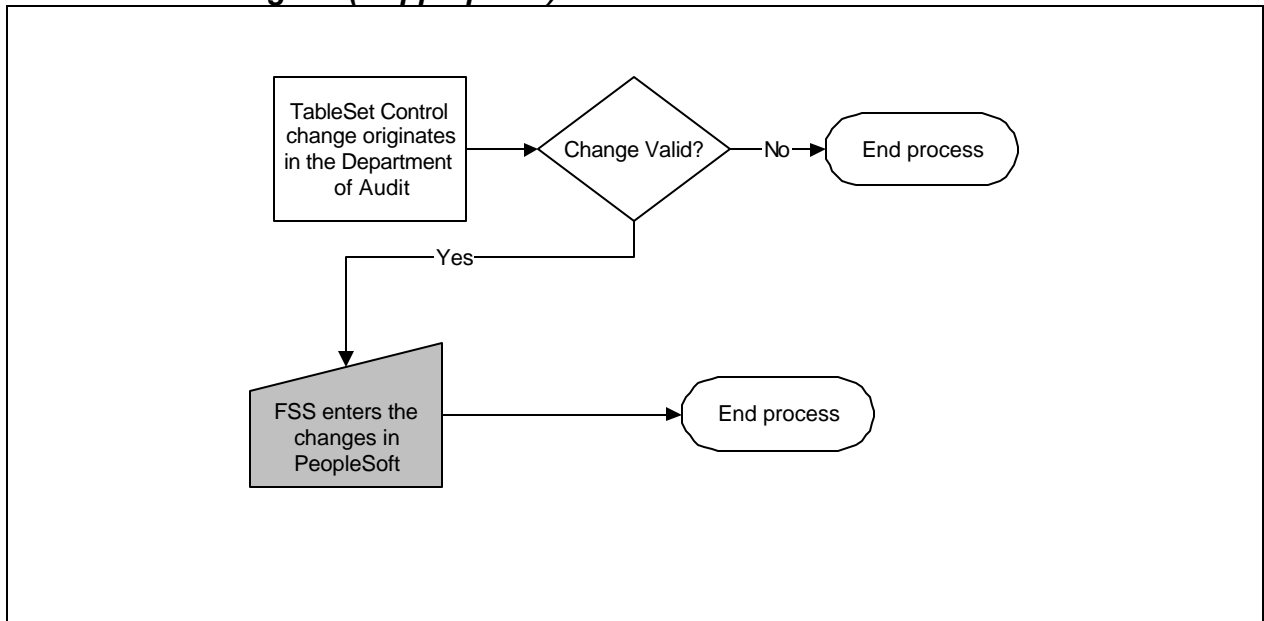
Process Description	Responsibility (Agency/Centralized)
<u>Step 1: Complete request form to modify TableSet Controls</u> The Department of Audit will complete a TableSet Control change request form when necessary. Once approved, the request will be forwarded to FSS for input.	Centralized
<u>Step 2: Select the Control Value you wish to change</u> Using Update/Display (the only option available), select the Control Value you wish to modify. If you do not enter a value and press OK, a list of values will become available.	Centralized
<u>Step 3: Edit the Record Group controls</u> For each record group listed, select the SetID that will control the records for that group. This enables you to share the same record group between and among multiple business units.	Centralized
<u>Step 4: Edit the Tree Controls</u> For each tree listed, select the SetID that will allow access to the tree. If you wish to add additional trees, press F7 to insert a line. From the drop down list provided, select the tree you wish to include, and assign the appropriate SetID.	Centralized
<u>Step 5: Save the changes</u> The changes to the TableSet controls are now saved. These changes will take effect the next time users log onto the system.	Centralized

Forms Used with Process (#)

**Attach sample form(s) ..\IDP\Control Tables\TableSet Record Groups\TSRECORD_groups.xls

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Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested